



CALIFORNIA DEPARTMENT OF AGING CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

DEPARTMENT:	CALIFORNIA DEPARTMENT OF AGING	RELEASE DATE:	Thursday, July 15, 2010
POSITION TITLE:	CHIEF COUNSEL	FINAL FILING DATE:	Thursday, August 12, 2010
CEA LEVEL:	CEA 3	EXTENDED FINAL FILING DATE:	
SALARY RANGE:	\$ 8,594.00 - \$13,381.00 / Month	BULLETIN ID:	07022010_1

POSITION DESCRIPTION

PENDING STATE PERSONNEL BOARD AND DEPARTMENT OF PERSONNEL ADMINISTRATION APPROVAL

The California Department of Aging (CDA) administers programs, through contracts with a broad array of local agencies, that serve older adults, adults with disabilities, family caregivers, and residents in long-term care facilities throughout the State. The Department and this position are located in Sacramento, CA.

Under direction of the Director, the Chief Counsel will provide counsel and policy direction to the Executive Staff; Long-Term Care and Aging Services Program; Adult Day Health Care Program (Medi-Cal provider certification); Multipurpose Senior Services Program (Medi-Cal Waiver); Health Insurance Counseling and Assistance Program (HICAP); State Long-Term Care Ombudsman; and Administrative Services.

DUTIES AND RESPONSIBILITIES

The Chief Counsel reports to the Director of the CDA. The Chief Counsel provides legal counsel to the Director and the Executive Staff on the most difficult, sensitive, and complex program issues in the Department. The Chief Counsel is responsible for ensuring that all CDA policies and procedures are consistent with federal and state laws and with the Department's mission and goals. The Chief Counsel also participates in the formation of CDA's legal positions, policies, and procedures and is regularly called upon to act on behalf of the Director or Chief Deputy Director.

CDA staff attorney reports to and is directed by the Chief Counsel, who is responsible for planning, organizing, and coordinating all phases of the Office of Legal Services work.

MINIMUM QUALIFICATIONS

Applicants must meet the following minimum qualifications:

Either I

Must be a State civil service employee with permanent civil service status or who previously had permanent status in the State civil service.

Or II

Must be a current or former employee of the Legislature, with two or more consecutive years as defined in Government code § 18990.

Or III

Must be a current or former non-elected exempt employee of the Executive Branch with two or more consecutive years (excluding those positions for which salaries are set by statute) as defined in Government Code § 18992.

Or IV

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code § 18991.

SPECIAL REQUIREMENTS

This position requires a Juris Doctor degree and membership in the State Bar of California.

KNOWLEDGE AND ABILITIES

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

CEA Level 1. Supervisory/administrative experience in a line or staff activity, including the execution and/or evaluation of program policies.

CEA Levels 2 and 3. Broad administrative or program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

CEA Levels 4 and 5. Extensive managerial and program administrative experience which has included substantial responsibility for a combination of management functions such as program planning; policy formulation; organization coordination and control; and fiscal and personnel management. Where high technical professional qualifications are of primary importance in performing the duties of a given CEA position, then the above required experience may have been in a staff capacity exercising professional skills to influence and contribute to program, policy, and methods of providing those professional services. Primary examples are medical doctors and attorneys.

DESIRABLE QUALIFICATION(S)

In addition to evaluating each candidate's relative ability, as demonstrated by quality and breath of experience, the following factors will be emphasized in competitively evaluating each candidate:

- Knowledge of the Department's mission, organization, goals, functions, and policies as well as its contractual relationships with other state, federal, and local entities.
- Understanding of the Older Americans Act, Older Californians Act as well as knowledge of and experience in addressing legal issues pertaining to Medi-Cal provider statutes and regulations.
- Ability to establish and maintain cooperative, effective working relationships with representatives from all levels of government, the public, Legislature, and Executive Branch.
- Ability to plan proactively, react to adversity effectively, and organize, coordinate, and manage and respond to multiple complex legal issues simultaneously.
- Ability to effectively supervise and manage the work of staff within the Office of Legal Services to assure that consistent policy interpretation and guidance are provided to programs within the Department and that work deadlines are being met.
- Ability to advise executive management on a wide range of legal issues, and formulate and execute effective strategies to solve or mitigate legal challenges.

SPECIAL PERSONAL CHARACTERISTICS

Strong communication skills: ability to speak and write clearly and persuasively and listen attentively.

Seasoned, mature judgment; ability to be as firm or flexible as the situation requires.

Executive presence: ability to earn the confidence and respect of others (e.g., executives, legislators, stakeholders); able to represent the organization at the highest levels.

Self-confidence tempered by diplomacy and humility.

Creative and innovative: applies new ways of thinking and problem solving approaches to develop policy alternatives.

Consensus builder both internally and externally: can formulate strategic and tactical plans for bringing diverse perspectives together; can facilitate discussion and debate that leads to a defensible outcome or solution.

Tolerant of and effective in guiding process decision making; ability to articulate and work through group processes.

Team oriented: ability to build, foster, manage, and lead successful team efforts at all levels within the Department; nurturing management style.

Highest ethical standards and conduct; holds self and others accountable.

Disciplined, dependable, pragmatic, and hardworking

Commitment to diversity.

Personally committed to the mission and goals of CDA.

DESIRED BACKGROUND/EXPERIENCE

CDA seeks a highly motivated leader committed to advancing programs and services throughout California that support older adults and adults with disabilities to live with dignity and independence. The ideal candidate will have proven experience in addressing a wide range of legal/policy issues; with demonstrated skills in conducting complex legal analyses; written and oral communications, interagency coordination, and negotiations to advance policy and case resolution.

EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **CHIEF COUNSEL**, with the **CALIFORNIA DEPARTMENT OF AGING**. Applications will be retained for twelve months.

The results of this examination will be used only to fill this position.

The examination process will consist of an application/resume and Statement of Qualifications screening committee. All interested applicants must file a Standard State Application (STD. 678), a resume, Statement of Qualifications, and a list that includes three professional references (names and telephone numbers).

STATEMENT OF QUALIFICATIONS

In addition to submitting a resume, all interested applicants are required to submit a Statement of Qualifications with specific information on how their background, knowledge, skills, and abilities meet the minimum qualifications, desirable qualifications, and desirable characteristics. Be as specific as possible by describing your experience that relates to the six topics stated below and include dates along with details. The Statement of Qualifications should be no more than four pages, single-spaced, and Arial 12 point type font.

1) Describe your leadership ability, including techniques you have used in organizing and motivating groups and/or employees, managing the work of lawyers and non-lawyers, and

negotiating effectively with a variety of individuals, organizations, and state agencies. Cite at least one specific example of a challenging situation that required you to coordinate the work of lawyers and non-lawyers in order to produce a work product, providing a date and description of the underlying facts.

2) Discuss your experience in using negotiating skills to develop/change statutes or regulations pertaining to a significant public policy matter and the outcome of this effort.

3) Describe the most challenging situation you have faced as a supervisor, why you found it challenging, how you addressed the situation, the outcome of your actions, and what you learned from the experience.

4) Describe an oral presentation you made either (a) in an adversarial proceeding in court or before an administrative body; or (b) in the Legislature, within the last five years. Explain how you prepared for the presentation, the reaction you received, and the degree to which the impact of your presentation met your intended goals. Of particular interest are presentations where your position was inherently the weaker or more disfavored position as compared to the opposing position.

5) Describe your knowledge of and/or experience as in-house counsel, either within state government or in private practice, and how you view your role as in-house counsel.

6) Describe your experience regarding contract and employment law.

FILING INSTRUCTIONS

The applicant must submit to CDA the State application, Summary of Qualifications described above, a current resume, and a list that includes three professional references (names and telephone numbers).

Interested applicants must submit:

- A completed Standard State Application (Form 678).
- A "Statement of Qualifications". The Statement is a narrative discussion of how the candidate's education, training, experience, and skills meet the minimum and desirable qualifications and qualify them for the position. The Statement of Qualifications serves as a documentation of each candidate's ability to present information clearly and concisely in writing and should be typed and no more than four pages in length.
- Resumes do not take the place of the Statement of Qualifications.

Applications must be submitted by the final filing date to:

CALIFORNIA DEPARTMENT OF AGING, Human Resources Section
1300 National Drive, Suite 200, Sacramento, CA 95834
Annette Roberts | (916) 419-7527 | aroberts@aging.ca.gov

SPECIAL TESTING

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

GENERAL INFORMATION

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list.

Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA DEPARTMENT OF AGING reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

General Qualifications: Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

Class specs: <http://www.dpa.ca.gov/textdocs/specs/s7/s7500.txt>